

## EMAIL SUBSCRIPTION SERVICE BUREAU OF EARLY CARE REGULATION

***Sign up for the Listserv to receive updates about child care licensing, provider certification, Wisconsin Shares Subsidy, YoungStar quality rating and improvement system, grants, manual releases, and other child care topics!***

To receive electronic notice when Bureau of Early Care Regulation (BECR) memos and other department memos have been posted on the Department of Children and Families (DCF) website you will need to do the following:

1. Go to <http://dcf.wisconsin.gov/childcare/listserv/default.htm>
2. Fill out the electronic sign-up form
3. Select "Submit this Request" button

You will receive a 'confirmation' email within 24 hours of submitting your request. If you do not get a confirmation email, try signing up again. Once you have successfully signed up for the Listserv, you will begin receiving emails notifying you to check the DCF website when a new memo is posted.

***To access previously issued DCF memos, go to: <http://dcf.wisconsin.gov/memos>***

Please note that in addition to posting all the BECR memos on the DCF website, BECR will continue to send paper copies of the memos via regular mail. However, we encourage you to sign up now for the DCF Listserv so that you are ready to receive the memos electronically should the BECR mailing procedure change in the future.

If you have any questions, please contact your licensing specialist.



The Department of Children and Families (DCF) is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, contact the Bureau of Early Care Regulation at (608) 266-9314 (general) or (888) 692-1382 (TTY). For civil rights questions call (608) 266-5335 or (866) 864-4585 (TTY).